

Retention and Classification Report

Agency: West Valley City (Utah). Fire Department (1451)

3600 South Constitution Blvd.
West Valley City, UT 84119

Records Officer

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AGENCY: West Valley City (Utah). Fire Department

SERIES: 83408

3

TITLE: Benefits report printout

DATES: 1983-

ARRANGEMENT: Alphanumerical by code

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

This biweekly computer printout is used to reconcile vacation, holiday, and sick leave earned and taken by employees of the fire department. It contains: employees name, social security number, year-to-date total hours (vacation, holiday, sick) earned and taken, hours earned and taken for pay period.

RETENTION:

Retain 4 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the office.

AGENCY: West Valley City (Utah). Fire Department

SERIES: 83406

3

TITLE: Demolition permit contracts

DATES: 1987-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These forms are completed by property owners giving the fire department permission to use their property in training fires. The forms include: date, address of property, owner's name, name of person incharge, name of person responsible for demolition, purpose of destruction, signature of owner, and signature of notary and seal.

RETENTION:

Retain 7 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the office and the legal concerns of the city attorney.

AGENCY: West Valley City (Utah). Fire Department

SERIES: 83419

3

TITLE: General ledgers

DATES: 1981-

ARRANGEMENT: Numerical by account number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These ledgers are used to track spending by individual account number. They contain the date, vendor number, item purchased, amount, and purchase order number. Prior to 1988, these ledgers were handwritten, but recently have been computerized.

RETENTION:

Retain 3 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the office.

AGENCY: West Valley City (Utah). Fire Department

SERIES: 83409

3

TITLE: General operation correspondence

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files contain the general correspondence and memorandum received by the department. It concerns the general operation of the office and does not include any correspondence of the fire chief. various memos and correspondence dealing with various subject matter.

RETENTION:

Retain 2 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the office and the provisions of the Municipal General Record Retention Schedule (3/88).

AGENCY: West Valley City (Utah). Fire Department

SERIES: 83409

TITLE: General operation correspondence

(continued)

AGENCY: West Valley City (Utah). Fire Department

SERIES: 83664

3

TITLE: Hydrant card file

DATES: 1987-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office until hydrant is removed and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: West Valley City (Utah). Fire Department

SERIES: 83664

TITLE: Hydrant card file

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Fire Department

SERIES: 83407

3

TITLE: Job descriptions

DATES: 1985-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain obsolete descriptions of individual positions in the West Valley City Fire Department. They include: job title, basic functions of position, brief description of duties, and required qualifications and skills.

RETENTION:

Retain 2 years after superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after being superseded by new descriptions and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs of the department and the provisions of the Municipal General Records Retention Schedule.

AGENCY: West Valley City (Utah). Fire Department

SERIES: 83421

3

TITLE: Monthly mileage report

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are monthly reports of vehicle usage. They are used to keep track of hours and mileage of department vehicles for maintenance purposes. They include: vehicle number; description of vehicle; assignment of vehicle; ending mileage; total miles driven; total hours used; and whether unit was involved in an accident.

RETENTION:

Retain until disposition.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until disposition of vehicle and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the department.

AGENCY: West Valley City (Utah). Fire Department

SERIES: 83417

3

TITLE: Monthly/quarterly operational report

DATES: 1986-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a monthly report of all departmental activities. It contains the monthly fire data reports on equipment, vehicles, manpower, number of fire and hazardous material calls; a narrative from each program on events and projects completed including significant fires and the direction of training activities. It also contains a graph comparing current number of fires and loss figures with previous year. The statistics are used to compile the annual report. This report was recently replaced by a quarterly report containing the same information.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the department. Since the data is used to compile the annual report the monthly and quarterly reports have no value after

AGENCY: West Valley City (Utah). Fire Department

SERIES: 83417

TITLE: Monthly/quarterly operational report

(continued)

annual report is completed and distributed.

AGENCY: West Valley City (Utah). Fire Department

SERIES: 83412

3

TITLE: Outside employment

DATES: 1983-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a copy of a three part form completed by employees requesting permission to work an additional job. It contains: name of employee, type of work, hours and days of week to be worked, signature of approval or disapproval of request, and an explanation of department policies on outside employment. One copy of form is given to employee, another is filed in personnel file, and third is kept in a separate file.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the office.

AGENCY: West Valley City (Utah). Fire Department

SERIES: 83399

3

TITLE: Policies and procedures manual

DATES: 1986-

ARRANGEMENT: Numerical by subject number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This manual contains the standard operational procedures and policies of the department.

RETENTION:

Retain until superseded. Transfer to Archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until superseded and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

This retention is based on the Fire Department General Retention Schedule and the administrative needs expressed by the office.

AGENCY: West Valley City (Utah). Fire Department

SERIES: 83399

TITLE: Policies and procedures manual

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Fire Department

SERIES: 10019

3

TITLE: Utah emergency medical services incident report

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This report form records both statistical and patient information on all emergency medical services calls received by the fire department. It serves as the medical chart for all persons treated by the department's paramedics. This report is required by law (UCA 26-8-5) and a copy is submitted to the State Office of Emergency Medical Services for auditing compliance.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 26, Item 23.

AUTHORIZED: 11/06/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

AGENCY: West Valley City (Utah). Fire Department

SERIES: 10019

TITLE: Utah emergency medical services incident report

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: West Valley City (Utah). Fire Department

SERIES: 83416

3

TITLE: Vehicle maintenance records

DATES: 1981-

ARRANGEMENT: Numerical by vehicle number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files are used to keep track of all maintenance and repairs to department vehicles. They contain the vehicle number, date of any repairs and maintenance, explanation of repairs.

RETENTION:

Retain life of vehicle.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until life of vehicle and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the office.